

## Trainings currently available on OSDE Connect (search for):

- CACFP Meal Pattern Requirements (all programs)
- Civil Rights Training (*This training requires a code listed below in #5*)
- Food Buying Guide Overview
- Offer vs Serve 2022
- Ounce Equivalent Training

## 2022 CACFP Adult Day Self-Paced Online Instructions

1. Training works best if opened in Google Chrome or Microsoft Edge.
2. Go to <https://osdeconnect.ok.gov>
3. Click create an account, **if you do not already have an account.**
4. Once you have created an account or login you may be presented with a survey. Complete the survey.
5. Click "+Add" on your homepage and search for the training (**See list of trainings and names at the top of the page**) and click on it.
6. **If you are doing Civil Rights Training the site will ask for the code. The code is "4E43-60A1-EF6E"**
7. Scroll and click "Enroll" then select "Open" to view your module.
8. Click on and read OSDE User Statement
9. After reading the OSDE User Statement at the bottom of the page click on "Next Lesson"
10. View the "WELCOME TO THE NEXTTHOUGHT PLATFORM".
11. After viewing the "Platform" Click on "Up Next" Objectives and Information.
12. After reading the Objectives and Information. At the bottom of the page it states "Next Lesson". Click on "Next Lesson".
13. Go to the Video. View the video. Click on "Next Lesson"
14. Take the quiz if you want a certificate **except if you are doing the Civil Rights Training.** Skip this step if you are doing Civil Rights Training. You must pass the quiz to receive credit. You can take the quiz as many times as you would like.
15. Once you have completed the module. Go to the Content Tab at the top left side of the page.
16. At the top of the page you will see in blue "View Certificate". Click on it.
17. Click on "Download" to the left of the "X" at the top right.
18. Print Certificate.
19. Look at the top left-hand corner of your screen and click on the back arrow. You should be at the opening page.
20. Look for your initials in a colored dot at the upper right corner, click on it, then scroll to "Sign Out".

When you want to return to the training, simply log back into the homepage <https://osdeconnect.ok.gov> and click on the training you would like to open.

***\*These trainings are the video recordings from the live trainings. If you do not need a certificate, you can still watch the videos without taking the quiz at the end. This training will stay in your portal all year so you can go back and watch it at any time.***